

**Motor Vehicle Division
PO Box 13044
Austin, TX 78711-3044
512/416-4800 • TOLL-FREE 877/366-8887**

INDEPENDENT DEALER GENERAL DISTINGUISHING NUMBER INFORMATION

PLEASE READ ALL OF THIS INFORMATION CAREFULLY BEFORE COMPLETING AND MAILING YOUR APPLICATION. INCOMPLETE OR INACCURATE INFORMATION WILL DELAY YOUR LICENSE.

BEGINNING SEPTEMBER 1, 2008 ALL NEW LICENSES WILL BE ISSUED FOR A TERM OF TWO YEARS.

TYPES OF GENERAL DISTINGUISHING NUMBERS (GDN):

- A. INDEPENDENT MOTOR VEHICLE** – May buy, sell, or exchange any type of used cars and trucks. May use dealer's temporary tags, buyer's temporary tags, and metal dealer license plates on motor vehicles only. **Bond is required.**
- B. INDEPENDENT MOTORCYCLE** – May buy, sell, or exchange any type of used motorcycles. May use dealer's temporary tags, buyer's temporary tags, and metal dealer license plates on motorcycles only. **Bond is required.**
- C. TRAVEL TRAILER** – May buy, sell, or exchange used travel trailers. May use dealer's temporary tags, buyer's temporary tags, and metal dealer license plates on travel trailers only. **Bond is not required.**
- D. TRAILER/SEMITRAILER** – May build, buy, sell, or exchange new or used trailers and/or semitrailers. May use dealer's temporary tags, buyer's temporary tags, and metal dealer license plates on trailers/semitrailers only. **Bond is not required.**
- E. WHOLESALE** – May sell or exchange vehicles with OTHER LICENSED DEALERS ONLY. **Bond is required.**
 - a) Are NOT required to have a five vehicle display area.
 - b) May NOT sell vehicles to retail purchasers.
 - c) Wholesale vehicle dealers may buy, sell, or exchange used vehicles, including motor vehicles, motorcycles, and travel trailers. May buy, sell, or exchange new or used trailers and/or semitrailers. May use dealer's temporary tags and metal dealer license plates.
- F. WHOLESALE MOTOR VEHICLE AUCTION** – May offer vehicles for sale by bid only to licensed dealers at a bona fide auction at a permanent location. May use dealer's temporary tags on motor vehicles only. **Bond is required.**
 - a) May not make facilities or GDN available to any other person for the purpose of the sale or auction of vehicles.
 - b) May be issued only one wholesale motor vehicle auction GDN for a particular location.
 - c) May be issued one additional motor vehicle GDN for a location that has been issued a wholesale motor vehicle auction GDN.
- G. INDEPENDENT MOBILITY MOTOR VEHICLE (IMMV) DEALER** – May buy, sell or exchange mobility motor vehicles. If you are applying for an IMMV dealer license, you must also complete and submit the IMMV Dealer Requirements Affirmation Form in addition to this application. This affirmation form is available on our website at: <http://www.dmv.state.tx.us/whatyouneed/forms/dealer2.htm>. **Bond is required.**
 - a) May service or repair the devices installed on mobility motor vehicles at an established and permanent place of business in this state.
 - b) Must be certified by the manufacturer of each mobility device that the dealer installs, if the manufacturer offers certification.
 - c) Must already possess or have applied for a converter license with the Motor Vehicle Division (MVD). The expiration dates of the IMMV license, the converter license and the bond must be the same.
 - d) Is required to maintain insurance requirements, have a welder certification, and be registered with the National Highway Traffic and Safety Administration.

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G. INDEPENDENT MOBILITY MOTOR VEHICLE (IMMV) DEALER, CONTINUED –

- e) Is required to only sell, or arrange for sale and delivery of new mobility motor vehicles that have been modified to include some type of handicapped mobility device, provided the transaction occurs through or by a franchised dealer of the motor vehicle's chassis line-make.

H. NEW VEHICLE SALES – ONLY FRANCHISED DEALERS MAY SELL NEW MOTOR VEHICLES

(INCLUDING TRAVEL TRAILERS). Franchised dealers operate under agreements with manufacturers or distributors to sell new vehicles. If you wish to become a franchised dealer, **DO NOT COMPLETE THIS APPLICATION.** Visit our website at: <http://www.dmv.state.tx.us/whatyouneed/forms/dealer2.htm> to obtain the proper forms.

APPLICATION

IMPORTANT NOTICE TO APPLICANTS

MAKE SURE THAT ALL REQUIREMENTS FOR A LICENSE ARE MET BEFORE YOU SUBMIT THE APPLICATION.

DO NOT SEND THE APPLICATION BEFORE YOU HAVE ALL OF THE REQUIRED INFORMATION AND ATTACHMENTS.

MANY APPLICANTS SUBMIT THEIR APPLICATION KNOWING THAT IT DOES NOT COMPLY WITH REQUIREMENTS AND HOPE THAT AN EXCEPTION WILL BE MADE. “I’M HAVING TROUBLE GETTING A DOCUMENT,” OR, “MY LANDLORD WON’T LET ME DO THAT,” ARE NOT GROUNDS FOR EXEMPTION FROM THE LAW. THIS WILL ONLY DELAY PROCESSING. A LICENSE WILL NOT BE ISSUED UNTIL AN APPLICANT IS IN COMPLIANCE WITH ALL REQUIREMENTS.

APPLICANTS SHOULD CONSIDER ADDING A CLAUSE TO THEIR PROPERTY LEASE ALLOWING THEIR LEASE TO BE CANCELLED IF A GDN IS NOT GRANTED OR ALLOWING THE TERM DATES TO BE MODIFIED IF THERE ARE DELAYS IN THE LICENSE APPROVAL PROCESS.

THE FOLLOWING PAGES GUIDE YOU THROUGH THE APPLICATION STEP BY STEP. PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION AND ATTACHMENTS. ERRORS OR MISSING DOCUMENTS MAY RESULT IN YOUR APPLICATION BEING RETURNED TO YOU FOR CORRECTION. THIS WILL DELAY PROCESSING AND ISSUANCE OF A LICENSE.

UNLESS OTHERWISE SPECIFIED, YOU MAY SUBMIT COPIES INSTEAD OF ORIGINALS.

SURETY BONDS MUST BE ORIGINALS.

MAKE SURE THAT EACH DOCUMENT, PHOTOGRAPH, ETC., HAS YOUR BUSINESS NAME AND DBA ON IT.

1. BUSINESS NAME: Enter ONE of the following:

- a) Your legal name, if applying as a sole proprietor (must match what is shown on your driver's license).
- b) The partnership name or names of all partners, if applying as a partnership.
- c) The name of the corporation, LLC, LP or LLP if applying as any other type of entity.
- d) Dealers may not use the words “Lease” or “Leasing” in their business name or DBA unless they qualify for and obtain, or are exempt from having to obtain, either a lessor or lease facilitator license.
- e) Retail dealers may not use “Wholesale” in their business name or DBA.

2. DBA/ASSUMED NAME: Enter any assumed name(s) you will be using. An assumed name is often called a “DBA,” which stands for “Doing Business As”.

- a) The assumed name(s) must be registered with the proper authority.
- b) The proper authority for corporations, LPs, LLPs, and LLCs is the secretary of state. You are also required to register the assumed name with the county clerk.
- c) Sole proprietors and general partnerships may register with their county clerk.
- d) The assumed name you list on this application must exactly match the assumed name as it is registered.

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3. **PHYSICAL ADDRESS:** Enter the street number, street name, city, ZIP code and county. Check the appropriate box to tell us whether you lease, sublease or own the property at this physical address.
 - a) This is your licensed location. You may not conduct business from any other location(s) unless you are licensed for those locations also.
 - b) No more than four retail or eight wholesale dealers may occupy the same business structure or U.S. Postal Service-assigned address.
 - c) Wholesale and retail dealers may not share a business structure.
 - d) Additional location(s) in the same city – In addition to the information required for the main location, you must attach photos showing business name signage, office, business hours and an overall photo from across the street that includes building and display area for each additional location. Attach proof of occupancy (lease, deed, tax receipt). Include a new assumed name certificate if it is different from the assumed name for your main location. The bond must include all physical addresses that will be licensed in the same city limits.
 - e) To obtain a license for an additional location **outside the city limits**, you must **file a separate, new application with required attachments. A separate bond is also required.**
 - f) The physical address of the dealer's office must be recognized by the U.S. Postal Service or capable of receiving U.S. Mail. Licenses and metal dealer plates will not be mailed to any out-of-state address. NOTE: Verification of the physical address may be required.
4. **MAILING ADDRESS:** Enter your mailing address if it is different from your physical address. This is the address we will use to mail correspondence, licenses, dealer plates, etc. **NOTE: IF MAILING ADDRESS IS OUT OF STATE, YOU MUST PROVIDE AN ALTERNATIVE IN-STATE MAILING ADDRESS TO RECEIVE YOUR LICENSE AND PLATES.**
5. **PHYSICAL ADDRESS TELEPHONE/FAX NUMBER/E-MAIL ADDRESS:** Enter the telephone number, fax number and e-mail address you will use for your dealership.
 - a) A working LAND-BASED (not cellular) telephone is required and must be listed in the name under which the dealer does business. This telephone must be answered by a bona fide employee, answering service, or answering machine between the hours of 8 a.m.-5 p.m., Monday through Friday.
 - b) A dealer who conducts business in conjunction with another business (both owned by the dealer with the same business name/DBA) may use the same telephone number and listing for both businesses. If the business name of the dealership differs from that of the other business, a separate telephone listing is required.
 - c) A dealer who conducts business in conjunction with another business not owned by the dealer must have a separate telephone number and listing.
 - d) Multiple dealers who occupy the same business location shall each have a separate telephone number and listing.
 - e) E-mail address for this dealership is required.
 - f) Fax number for this physical location is required.
6. **TAX ID #/EIN:** Enter the IRS-assigned Taxpayer Identification Number (TIN) or Employer Identification Number (EIN).
7. **CATEGORY OF GDN:** Check only one. If you are applying for a GDN in more than one category, you must submit a separate application, with all attachments and fees, for each GDN.
8. **LICENSE APPLICATION CONTACT PERSON:** List the name, phone number and e-mail address of the contact person for your license application.
9. **ATTACH ALL REQUIRED DOCUMENTATION:** Detailed requirements are contained in this packet and on the application form. **CONTINUED →**

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10. ATTACH A CHECK OR MONEY ORDER FOR TOTAL FEES OR COMPLETE THE ENCLOSED CREDIT CARD FORM.

- a) The fee for any new GDN is \$700.00. This fee is not prorated.
- b) The fee for each metal dealer license plate is \$90.60.
- c) Metal dealer plates may be applied for with the new application, with a renewal, or any time during the term the GDN is valid, but always expire the same date as the GDN.
- d) There is a limit to the number of plates you may receive. Please review the enclosed plate information or 43 TAC §215.139.
- e) If paying with a credit card, a \$1.00 fee will be added to each transaction.

11. MAIL THIS FORM WITH ALL FEES AND ATTACHMENTS TO THE APPROPRIATE ADDRESS LISTED ON THE APPLICATION FORM.

- a) If paying by check or money order, do not bring your application to MVD. Applications with checks or money orders must first go to PO Box 13044 for processing of the fees. (Refer to page 9 for complete addresses.)
- b) If you wish to overnight your application, be aware that only the U.S. Postal Service delivers overnight mail to post office boxes.
- c) Make sure you mail your application to the correct address for the type of payment you are making. Failure to do so will result in processing delays.

12. – 15. ANSWER THE “YES/NO” questions. Any “Yes” answer must be fully explained on a separate sheet.

16. PHYSICAL FACILITIES:

- a) Enter the size of the building in square feet.
- b) Enter the number of offices and total square footage of the office space.
 - 1) The office structure must have at least 100 square feet of interior floor space exclusive of hallways, closets or restrooms.
 - 2) The office structure must have ceilings that are a minimum of seven feet tall.
 - 3) Additional office space requirements are available on page 7, section G, subsection 3.
- c) Enter the dimensions of your display lot.
 - 1) The display lot must have a minimum of five vehicle spaces.
 - 2) Additional display lot requirements are available on page 6, section G, subsection 2.

ATTACHMENTS TO THE APPLICATION

A. OWNERSHIP AND MANAGEMENT INFORMATION/POWER OF ATTORNEY DESIGNATING AGENT FOR SERVICE – Use included Form LF601.

1) Answer the question pertaining to felony convictions (and charges) truthfully.

- a) Prior convictions may not prevent you from obtaining a license. Answering this question falsely may result in denial of your license and civil penalties.
- b) MVD may investigate applicants answering “Yes” to this question. This investigation may add to your processing time.
- c) You must attach copies of all final court judgments for any convictions.

2) Complete the front and back of the form for the following:

- a) OWNERS: list all parties with any ownership interest in the dealership (this includes sole proprietors).

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A. OWNERSHIP AND MANAGEMENT INFORMATION, CONTINUED

a) OWNERS: continued,

- 1) If any ownership interest is held by a business entity (corporation, LLC, LP, etc.,) submit the information listed on the form for each business entity until only individuals are listed as owners. In this instance, you should complete a separate form for each business entity.
- 2) If any business entity with ownership interest is publicly held, indicate that on the form. Owners of publicly held businesses (shareholders) need not be listed, but the officers, directors, etc., must be.

b) PARTNERSHIPS: list all partners and designate the managing partner.

c) CORPORATIONS: list all corporate officers and directors.

d) LIMITED LIABILITY COMPANIES: list all LLC managers and members.

e) LIMITED PARTNERSHIPS: list the general partner(s) & the limited partner(s)

3) SPECIFIC INFORMATION:

- a) Name of Person or Business: enter the first name, middle initial, and last name for individuals; list the business name or assumed name of any business entities.
- b) Title: enter the title. Examples include: President, CEO, Owner, Partner, General Partner, Member, etc.
- c) % of Ownership: for all individuals and businesses listed, enter the percentage of ownership. If the percentage is zero, enter zero. OWNERSHIP PERCENTAGES MUST TOTAL 100%.
- d) Date of Birth: for individuals only.
- e) Driver's License # and State: enter the driver's license number and issuing state. If the individual does not have a driver's license, enter "NONE." If the driver's license was issued in a foreign country, provide that information.
- f) SSN / TIN / EIN: enter the Social Security Number (SSN), Taxpayer Identification Number (TIN), or Employer Identification Number (EIN), as applicable. If any individual does not have a SSN, attach separate documentation with identifying data for the individual with an explanation as to why they do not have a SSN.
- g) Residence Address: enter the home address for individuals or the business address if this is a business.
- h) Home Phone: enter the home phone number for individuals or the business phone number if this is a business.
- i) If this is a business, is it PUBLICLY TRADED? If the answer is yes, owners do not need to be listed, but officers, directors, partners, managers or members (depending on the type of business entity) must be.

B. PROOF OF IDENTITY: Attach photocopies of the driver's license for one of the following: an owner of the dealership, the president of the dealership OR the managing partner of the dealership.

C. ASSUMED NAME CERTIFICATE: Provide documentation that you have registered your assumed name with the proper authority.

- 1) Corporations/LPs/LLPs/LLCs: proper authority for registration of assumed names is the secretary of state. NOTE: You are also required to register the assumed name with the county clerk.
- 2) Sole proprietors and general partnerships: proper authority is the county clerk.

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D. SURETY BOND:

- 1) A motor vehicle dealer, wholesale motor vehicle dealer, wholesale motor vehicle auction, mobility vehicle dealer or motorcycle dealer who is not licensed as a franchised dealer by MVD must submit an original \$25,000 bond.
- 2) Bond should be valid for **two years** and must be on forms exactly matching the approved samples in this package.
- 3) The term of your bond must begin on the first day and end on the LAST day of the month.
- 4) The business name in which the GDN is to be issued must be shown on the bond. See page 3 of the application form for examples of how the name should be read.
- 5) All information on the bond must exactly match the information on the application. This includes business name, street numbers and names, suite numbers, city, state and ZIP codes.
- 6) Misspellings and typographic errors will invalidate the document.
- 7) If there are any errors on the bond, contact your bonding company or bonding agent to get a rider to correct the errors. Making changes on the document itself will invalidate it.
- 8) **A bond must be signed by the dealer or the dealer's authorized representative. It must also be signed by the bonding company or the bonding agent. Make sure all required signatures are on the bond. This is the most common deficiency on new applications.**
- 9) An **ORIGINAL** bond executed by an agent representing a surety company must be supported by an **ORIGINAL** power of attorney from the surety company.
- 10) If you are also applying for additional location(s) within the same city limits of your main location, all physical addresses must be listed on the bond.
- 11) Digital seals are allowed only if your bond company has previous authorization from MVD and follows required procedures.

E. CERTIFICATE OF INCORPORATION, ORGANIZATION, OR PARTNERSHIP: A certificate of filing from the secretary of state is acceptable. Attach these if applicable.

F. SUMMARIES OF BUSINESS BACKGROUND AND EXPERIENCE: Cover the last eight years for at least one of the following: principal owners, principal operator or the general manager.

G. PHOTOGRAPHS: The photographs you provide must allow us to verify that your physical location meets the requirements for an established and permanent place of business.

1) Overall appearance of the building and lot from across the street:

- a) Stand far enough away to include the entire lot and building in the photo. If necessary, take several photos.
- b) Portable buildings may be acceptable as office structures; however, if mounted on wheels, the wheels must not be visible.

2) Display area:

NOTE: Your display area may be included in your overall photo.

- a) Your display area must be located at your physical address or directly adjoining your location. Wholesale GDN dealers are not required to have a display space.
- b) Your display area must be sufficient to display at least five vehicles of the type for which the GDN is issued. Those spaces must be reserved exclusively for your inventory and may not be shared with another business or a public parking area, a driveway to the office, or another dealer's display area.
- c) Your display area cannot be located on a public easement, in a right-of-way, in a driveway, in an area open to public parking, or in a driveway to the office.
- d) If two or more dealers are sharing a lot, each dealer must group their vehicles together, marking the area or the vehicles to identify the selling dealer, including the telephone number. The display area must be separated in such a manner that the inventories of the dealers are readily discernable from each other.

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G. PHOTOGRAPHS, CONTINUED

2) Display area, continued.

- e) If your display area is located in an area where other vehicle parking is permitted, your space must be separated from the others by barriers under your control. Anything which physically restricts access to the display space shall be considered a barrier (stanchions with ropes, barricades, fences, etc., that are affixed to the ground and cannot be easily moved by a person.) **CONES ARE NOT ACCEPTABLE.** The area must be marked with a permanent sign with lettering at least 6 inches high that includes the selling dealer's name and telephone number.
- f) If the display area is in conjunction with another business that is not related to the sale or operation of motor vehicles, the display area for your inventory must be separated from any other parking area by a material object or barricade that is affixed to the ground in a manner that cannot be readily moved by an individual.
- g) If the display area is in conjunction with another business that is not related to the sale or operation of motor vehicles, a permanent sign must be erected that designates the area as reserved for the dealer's inventory with the dealer's name and telephone number on the sign with letters at least 6 inches in height. When the display area is full, additional inventory vehicles may be parked outside the display area only in an area immediately adjacent to the barricaded area. The additional inventory must be on the licensed premises and not in any restricted area such as right-of-way or public sidewalks. Any additional inventory not within the barricaded area must be identified by a sign, with the dealer's name and telephone number that clearly distinguishes the inventory from any public or employee parked vehicles.
- h) Your display area must be adequately illuminated if the dealer is open after sundown so that vehicles for sale can be properly inspected by any prospective customer.
- i) Subject to MVD approval, the display area may be located within a building.
- j) If your premises includes gasoline pumps or houses another business that sells gasoline, the display area may not be part of the parking area for gasoline customers and may not interfere with access to or from the gasoline pumps. The display area may not contain a fuel fill port or any fire prevention access to the fuel tanks.
- k) If you also hold a salvage dealer license, each salvage vehicle that is offered for sale on the premises of your display area must be clearly and conspicuously marked with a sign informing potential buyers that the vehicles are salvage vehicles. (This requirement does not apply to a licensed salvage pool operator.)

3) Office areas where sales are finalized

- a) You must show a desk, two chairs, a working land-based (not cellular) telephone, fax machine, file cabinet and printer.
- b) A dealer's office must comply with all applicable local zoning ordinances and deed restrictions.
- c) A dealer's office may not be located within a residence, apartment house, hotel, motel or rooming house.
- d) A storeroom, closet, stock room, or any other room that is not open to the public may not be designated as the dealer's office.
- e) A route to a dealer's office may not pass through a food preparation area.
- f) The physical address of the dealer's office must be recognized by the U.S. Postal Service or capable of receiving U.S. mail. Licenses and metal dealer plates will not be mailed to any out-of-state address. NOTE: Verification of the physical address may be required.
- g) A portable-type office structure may qualify as an office only if the structure meets requirements and is not a readily moveable trailer or other vehicle. Also, if mounted on wheels, the wheels must not be visible.

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G. PHOTOGRAPHS, CONTINUED

3) Office areas where sales are finalized, continued

- h) A retail motor vehicle dealer and a wholesale motor vehicle dealer, either of which is licensed after September 1, 1999, may not be located in the same business structure.

NOTE: Once issued, a dealer must display the dealer license issued by the department at all times in a manner that makes the license easily readable by the public and in a conspicuous place at each place of business for which it is issued. If the dealer's license applies to more than one location, a copy of the original license may be displayed in each supplemental location.

4) Signage:

- a) The sign must be visible and readable from the street that your address is on. (That is, if your address is 1234 Baker Street, the sign must be visible to **all** traffic on Baker Street.)
- b) The sign must also be permanently mounted, not hung on wires or propped up. **NO BANNERS.**
- c) The sign must have letters at least 6 inches high. The only exception to this requirement is when local zoning laws do not allow it. (In these cases, documentation must be provided and approved by MVD.) The sign must show the dealer's business name, or assumed name, as reflected on the dealer's license under which the dealer conducts business. The sign may omit such terms as "Inc.," "LLC," "LP," or similar identifiers of entity type.
- d) If you use an assumed name (DBA), it must appear on the sign exactly as it appears on the assumed name certificate.
- e) If your landlord will not allow you to have a sign that meets these requirements, you will not be approved for a GDN.
- f) If you are applying for a Wholesale GDN, the following signage rules apply:
 - 1) A wholesale dealer must display a conspicuous, permanent sign with letters at least six inches in height showing the dealer's business name or assumed name as reflected on the dealer's license, under which the dealer conducts business.
 - 2) The sign may omit terms such as "Inc.," "LLC," "LP," or similar identifiers of the entity type.
 - 3) The sign must be permanently mounted on the business property and shall be on the main door to the dealer's office or on the outside of the building housing the office.
 - 4) If the dealership is located in an office building with one or more other businesses and an outside sign is not permitted by the landlord, a business sign permanently mounted on or beside the main door to the dealer's office with letters at least 2 inches in height is acceptable.
 - 5) Temporary banners or signs are not acceptable.

5) Business hours:

- a) Retail dealers must be open at least four days per week, four consecutive hours per day; those four hours must be between 8:00 a.m. and 8:00 p.m.
- b) The retail dealer's business hours for each day of the week must be posted at the main entrance of the dealer's office that is accessible to the public.
- c) Retail dealers (except trailer dealers) may be open Saturday or Sunday, but not both. Trailer sales may take place seven days per week.
- d) A dealer who holds only a wholesale dealer's license must post their business hours at the main entrance of the dealer's office.
- e) Wholesale dealers must be open at least two consecutive hours between the hours of 8 a.m. and 6 p.m., on any two days of the week except Saturday and Sunday.
- f) If space is shared with another business or another dealer, a separate photo with the hours and name of the dealership must be shown.

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H. CURRENT LEASE OR OWNERSHIP DOCUMENTS FOR THE PROPERTY: The building and lot must be owned by the applicant or leased by the applicant for a continuous term of at least two years, matching the term for which the license will be issued. Attach one of the following:

- 1) Lease: We do not need the entire lease. You should attach only those pages of a current lease that show:
 - a) The physical address (including city and ZIP code).
 - b) The applicant as tenant or lessee. The lease should list the business name, not the DBA.
 - c) The term of the lease (at least two years, not **month-to-month**). The lease must have an identified beginning date and ending date.
 - d) The signatures of the tenant (lessee) and landlord (lessor).
 - e) If you own the property and lease the property to your business, provide proof of property ownership, as well as the lease.
 - f) If you are subleasing, provide the property owner's consent to the sublease. This may be a part of the lease, or you may need to get a separate document from the property owner.
- 2) Own: If the dealership property is owned by the applicant, attach either:
 - a) A current property tax receipt showing the physical address and business name of the applicant, or,
 - b) A copy of the property deed in the applicant's name or business name, properly identifying the physical address of the property. The deed must be registered with the county.

If documentation describes the property by lot/block number, attach a statement signed by the dealer stating that the legal property description is the same as the street address listed on the application. Statement example: "The physical address at 123 Main Street and the lot/block number and property described in the property deed are the same."

I. FINANCIAL STATEMENT: Attach a sheet indicating the assets and liabilities of the business and their dollar value. If you are a sole proprietor, you may list your individual assets and liabilities. Other business entities must list assets and liabilities of the business. This is required even of new companies (you may submit a pro forma financial statement).

J. MAP: Attach a hand-drawn, photocopied, or computer-generated map pinpointing the dealership location, identifying the nearest major intersection. Include additional locations, if any.

K. ADDITIONAL LOCATIONS: For additional locations **within the same city limits** you must include the following:

- 1) Photos – see section G
- 2) Proof of occupancy – see section H
- 3) Map – see section J
- 4) Assumed name certificate, if applicable – see section C
- 5) The physical address of all supplemental locations must be listed on the bond.

L. FEES: WHEN YOU HAVE COMPLETED THE APPLICATION FORM AND HAVE GATHERED ALL ATTACHMENTS, SUBMIT BY MAIL TO:

If paying by check/money order:	If paying by credit card*
MOTOR VEHICLE DIVISION PO BOX 13044 AUSTIN, TX 78711-3044	MOTOR VEHICLE DIVISION PO BOX 2293 AUSTIN, TX 78768-2293 *(A \$1.00 fee will be charged.)

APPLICATIONS MAY BE HAND DELIVERED, BUT THAT WILL NOT SPEED UP THE PROCESS AND MAY RESULT IN DELAYS IF PAYING BY CHECK OR MONEY ORDER.

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GENERAL INFORMATION:

APPLICATION PROCESSING:

- a) Applications are processed in the order received.
- b) If there are no deficiencies, the license is approved and your license is printed and mailed along with your dealer plates (if any).
- c) If there are deficiencies, you will be sent a list of items to be corrected. Please correct any deficiencies and return along with the deficiency notice.
- d) To be safe, allow at least one month for processing of your application. Incomplete or inaccurate applications can greatly increase this estimate.
- e) Make a copy of the application and all attachments that are submitted for your records.
- f) The state comptroller of public accounts' office receives your payment for licensing fees. Your license does not get approved just because fees have been paid and/or cleared the bank. All requirements must be met.

CHANGES TO YOUR LICENSE:

You must submit an Application to Amend Independent Motor Vehicle Dealer's License for:

- a) Opening, closing, or moving a dealership to a new location within the same city limits. You must submit the form within 10 days of the opening, closing or relocation.
- b) Adding an additional location. (This means adding an additional, new location within the same city limits as an existing GDN. Attachments are required for each location.)
- c) Changing from wholesale to retail, or vice versa.
- d) Changing the dealership name.
- e) **RELOCATING OUTSIDE THE CITY LIMITS OF YOUR ORIGINAL LOCATION REQUIRES A NEW APPLICATION, FEES, AND ATTACHMENTS—INCLUDING A NEW BOND.**
- f) Changes in business structure (sole proprietor to corporation, etc.) and changes in ownership/management may require either a new application or an amendment, depending on the circumstances. **Call MVD first to make sure you submit the proper form.** Our toll-free number is: 1-877-366-8887.
- g) Changes to: mailing address, phone number, fax number, and/or contact information.

LICENSE RENEWAL:

- a) Your license is valid for a maximum of two years.
- b) Renewal fees are \$400 for the GDN and \$90.60 for each metal dealer plate.
- c) MVD will mail you a renewal notice 75 to 90 days prior to license expiration. You should return your renewal notice, required attachments, and the proper fee(s) at least 45 days prior to expiration to ensure that you receive your renewal license and renewal plate stickers before the expiration of the prior term.
- d) You are responsible for maintaining your license. If you do not receive your renewal notice, contact MVD to obtain one. You are responsible for updating your mailing address and other contact information.
- e) **THERE IS NO GRACE PERIOD!** Once your license expires, you may not sell vehicles, transfer titles, etc. Your dealer plates are also expired.
- f) Penalty fees are assessed if your renewal form is received at MVD more than 30 days after expiration. These penalty fees are 50% of the license fee for each 30 days of default.
- g) Failure to file a renewal or correct all renewal deficiencies within 90 days after license expiration will require you to file a new application. There will be a gap in your license term if you have to reapply.

CONTINUED→

METAL DEALER PLATES:

- a) Metal dealer plates are valid during the license term and expire at the same time as the GDN.
- b) The fee is \$45.30 per year for each metal dealer plate. If there are more than 12 months remaining on the license term at the time the request for plates is made, the fee is \$90.60 for each plate.
- c) You may order plates with a new application or with your renewal. You may also order new plates at any time during the license period by submitting an Affidavit and Application for License Plates, available on our website at:
<http://www.dmv.state.tx.us/whatyouneed/forms/dealer2.htm>
- d) Regardless of when you order dealer plates, they ALWAYS expire on the same day as the GDN.
- e) THERE IS NO GRACE PERIOD when dealer plates expire.

TEMPORARY TAGS:

- a) Dealers may issue two types of temporary tags:
 - 1) Dealer's temporary tag.
 - 2) Buyer's tag.
- b) Rules for the use of temporary tags may be found in 43 TAC Chapter 215, Subchapter E.
- c) Dealers must obtain a unique number for each temporary tag through TxDMV's website at <http://www.txdmv.gov/vehicles/dealers/etag.htm>. You must fill out the Vision 21 contact information page contained within this application in order to receive your username and password to access the e-Tag Database. Each license must have a separate account for obtaining the unique temporary tag number. More information about e-Tags, as well as a link to the login page for the e-Tag Database, can be found on our website at: <http://www.txdmv.gov/vehicles/dealers/etag.htm>.

DUPLICATE LICENSES:

To request a reprint or a duplicate license please complete form LF901. You may fax this request to 512-416-4893 or mail to Motor Vehicle Division, P.O. Box 2293, Austin, TX 78768-2293. **The fee for this request is \$50.00.** The application and affidavit for a duplicate license are available on our website at: <http://www.txdmv.gov/whatyouneed/forms/dealer2.htm>.

CHAPTER 215, MOTOR VEHICLE DISTRIBUTION RULES, AND CHAPTER 503 OF THE TEXAS TRANSPORTATION CODE CONTAIN MORE DETAILS RELATED TO LICENSING. PLEASE READ THESE CHAPTERS BEFORE YOU APPLY!

**APPLICATIONS AND RULES ARE NOW AVAILABLE ONLINE AT:
<http://www.txdmv.gov/vehicles/dealers/htm>**

NOTE: GENERAL DISTINGUISHING NUMBERS ARE NON-TRANSFERABLE.

REMEMBER!

THE DEALER MUST SIGN AND DATE THE BOND!

Form 1923/MVD-LP031
(11/09)

Replaces VTRD-150,
which is obsolete

SAMPLE

MOTOR VEHICLE DEALER'S SURETY BOND

Bond # _____

KNOW ALL BY THESE PRESENTS, THAT

Name _____

Address(es) _____

City, State, and Zip _____

As principal, whose place of business and any supplemental location(s) operated under the same general distinguishing number is/are located at the address(es) set forth above, and

Name _____

Address(es) _____

City, State, and Zip _____

as Surety, duly authorized and qualified to do business as a surety company in this State, are held and firmly bound to such persons who shall conduct business with said Principal in its capacity as a motor vehicle dealer in the penal sum of TWENTY-FIVE THOUSAND DOLLARS (\$25,000), for the payment of which sum, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, administrators, executors, successors, and assigns.

WHEREAS, the above-named Principal is applying for a license as a motor vehicle dealer,

AND WHEREAS, said Principal is required by law (Tex. Transp. Code §503.033) to submit a properly executed surety bond, conditioned as set forth below, with said application for license,

AND WHEREAS, the bond shall run concurrently with the period of the license issued to the Principal.

THE CONDITION OF THIS OBLIGATION is such that, if during the effective period of this obligation, the Principal shall pay all valid bank drafts, including checks, drawn by the Principal for the purchase of motor vehicles and transfer good title to each motor vehicle that the Principal purports to sell, then this obligation shall be void; otherwise to remain in full force and effect.

IT IS FURTHER UNDERSTOOD AND AGREED that the above obligation shall extend, without notification to the Surety, to any change of officers of the Principal if the Principal is a corporation, to any additional locations or changes of address of the Principal or to any substitution of business name of the Principal wherein ownership is not changed.

IT IS FURTHER UNDERSTOOD AND AGREED that this bond shall be opened to successive claims up to the face value of the bond. The Surety shall not be liable for successive claims in excess of the bond amount, regardless of the number of claims made against the bond. Recovery against the bond may be made by a person who obtains a judgment against a dealer assessing damages and attorney's fees for an act or omission on which the bond is conditioned if the act or omission occurred during the term for which the general distinguishing number will be valid. Payment of any judgment by the Surety shall be immediately reported to the Texas Department of Motor Vehicles, Motor Vehicle Division, P.O. Box 2293, Austin, Texas 78768.

IN WITNESS WHEREOF said Principal and Surety have executed this bond to be effective on the _____ day of _____, _____ and to expire on the _____ day of _____, _____.

DATED this _____ day of _____

(PRINCIPAL)

By: _____
(OFFICER'S OR PROPRIETOR'S SIGNATURE)

DATED this _____ day of _____

(SURETY)

By: _____

In accordance with Tex. Transp. Code §503.033, this form is prescribed but not furnished by the Texas Department of Motor Vehicles as approved by the Attorney General of Texas on July 16, 1985.

SAMPLE